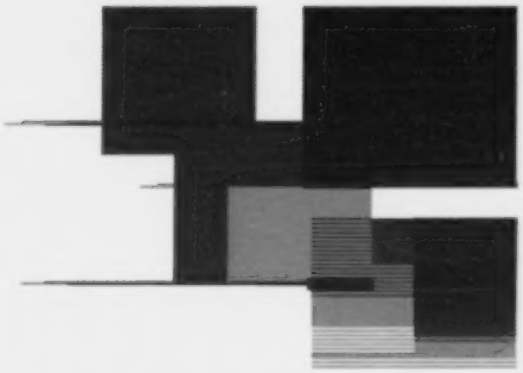
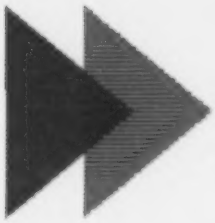
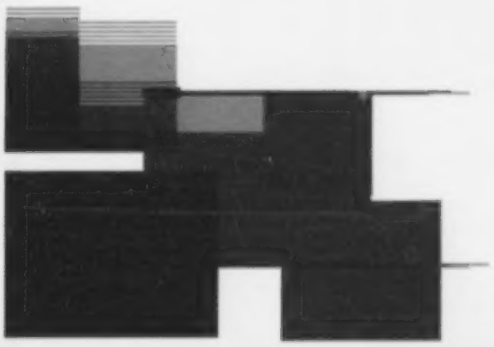
Treasury Board of Canada Secretariat
Secrétariat du Conseil du Trésor du Canada

Better government: with partners, for Canadians





2010–11 Annual Reports on the *Access to Information Act* and the *Privacy Act*



Canada

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This document is available in alternative formats upon request.

Table of Contents

1. Report on the *Access to Information Act* 1
   - Introduction 1
   - Mandate of the Treasury Board of Canada Secretariat 1
   - Tabling of Annual Report 1
   - Organization 2
   - Delegation Orders 2
   - Statistical Report 2
   - Interpretation of the Statistical Report for Requests under the *Access to Information Act* 2
   - Other Requests 3
   - Disposition of Completed Requests 4
   - Completion Time and Extensions 4
   - Exemptions Invoked 5
   - Exclusions Cited 5
   - Education and Training 6
   - Policies, Guidelines and Procedures 6
   - Information Holdings 6
   - Reading Room 7
   - Complaints, Investigations and Federal Court Cases 7
   - Fees 8
   - Costs 8
2. Report on the *Privacy Act* 9
   - Introduction 9
   - Mandate of the Treasury Board of Canada Secretariat 9
   - Tabling of Annual Report 9
   - Organization 10
   - Delegation Orders 10
   - Statistical Report 10
   - Interpretation of the Statistical Report for Requests under the *Privacy Act* 10
   - Other Requests 11

Disposition of Completed Requests 11
Completion Time and Extensions 12
Exemptions Invoked 12
Exclusions Invoked 12
Education and Training 12
Policies, Guidelines and Procedures 13
Information Holdings 13
Reading Room 14
Complaints, Investigations, and Federal Court Cases 14
Privacy Impact Assessments 14
Data Matching and Sharing Activities 14
Disclosures under Paragraph 8(2)(m) of the *Privacy Act* 14
Costs 15

Appendix A—Statistical Report on the *Access to Information Act* 16
Additional Reporting Requirements – *Access to Information Act* 17

Appendix B—Statistical Report on the *Privacy Act* 18
Additional Reporting Requirements – *Privacy Act* 19

Appendix C—Delegation Orders 20
Schedule A 22
Sections of the *Access to Information Act* to Be Delegated 22
Schedule B 25
Sections of the *Privacy Act* to Be Delegated 25

1. Report on the *Access to Information Act*

Introduction

The *Access to Information Act* gives Canadian citizens, as well as people and corporations present in Canada, the right to access to federal government records that are not of a personal nature. The Act complements but does not replace other procedures for obtaining Government information. It is not intended to limit in any way the access to Government information that is normally available to the public upon request.

This report is prepared in accordance with section 72 of the *Access to Information Act*.

Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, the Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central Government agency. It is headed by a Secretary who reports to the President of the Treasury Board.

The Secretariat is tasked with providing advice and support to Treasury Board ministers in their role of ensuring value-for-money and providing oversight of the financial management functions in departments and agencies.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the Government's resources. Its responsibilities for the general management of the Government affect initiatives, issues and activities that cut across all policy sectors managed by federal departments and organizational entities (as reported in the Main Estimates). The Secretariat is also responsible for the comptrollership function of the Government.

Under the broad authority of sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the Public Service.

Tabling of Annual Report

Note that this annual report is tabled in Parliament in accordance with section 72 of the *Access to Information Act*.

Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Strategic Communications and Ministerial Affairs Sector. The ATIP Office has nine full-time equivalents to fulfill the Secretariat's obligations under the Access to Information and Privacy acts. The staff in the ATIP Office in 2010–11 consisted of seven employees: the Director and six officers at various levels. The ATIP officers' work ranges from processing complex and/or voluminous files to more routine, straightforward requests. Some staffing actions were completed during this reporting period and others have been carried forward to 2011–12.

Delegation Orders

Delegation orders set out what powers, duties and functions for the administration of the *Access to Information Act* have been delegated by the head of the institution, and to whom. The President of the Treasury Board has delegated to the ATIP Director and the Senior Director, Ministerial Services, Strategic Communications and Ministerial Affairs, authority to oversee the administration of the *Access to Information Act* and the *Privacy Act* within the Secretariat, and to ensure compliance with both acts. Copies of the approved Secretariat delegation orders can be found in Appendix C.

Statistical Report

The statistical report is attached as Appendix A.

Interpretation of the Statistical Report for Requests under the *Access to Information Act*

During the reporting period from April 1, 2010 to March 31, 2011, the Secretariat received a total of 303 new requests under the *Access to Information Act*. This represents an increase of 72 requests (31 percent) from last year's total of 231. A total of 67 requests were carried forward from 2009–10.

Of the 303 new requests, 107 (35 percent) were either transferred or redirected to other federal institutions or could not be processed. A total of 196 requests involved Secretariat records.

The public made up the largest of the Secretariat's access client groups. Of the 303 requests received during the 2010–11 reporting period, 132 (44 percent) came from this group.

The substance of the requests were often complex and covered the entire range of matters issuing from the Treasury Board's role as the Government's management board, the Government's budget office and the employer of the federal public service. Requests were made for statistics on the Integrated Relocation Program and grievances and harassment cases across government, and for information relating to the strategic review exercises and the legislative development of the *Public Sector Equitable Compensation Act.* As well, information was requested on general management policies and directives pertaining to such matters as contracting, classification standards and employee benefits.

There was an increase in the number of pages reviewed from those of the previous year. Responding to formal access to information requests involved the review of more than 30,414 pages, of which more than18,422 were recommended for release. A total of 111 requestors wanted copies of the information requested and two requestors chose to examine the information and select specific copies. Requestors continue to have the option of receiving information on CD-ROM at no extra charge, thereby eliminating the costs for photocopies.

Overview of *Access to Information Act Requests*

Fiscal Year	Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-time Compliance Rate
2010-11	303	271	30,414	18,422	97%
2009–10	231	241	24,937	12,279	98%

Other Requests

During this same period, the Secretariat received 180 *Access to Information Act* consultation requests from other departments involving Secretariat records or issues, an increase of 22 such requests (14 percent) from the previous year.

As a result of the posting of summaries of completed *Access to Information Act* requests, there was a significant increase of informal requests for previously released information. The ATIP Office processed 123 informal requests (not subject to the Act), as compared to 14 requests in the previous year. These informal requests are done in support of the Secretariat's broader objective of providing Canadians with relevant information on an informal and timely basis. This number does not include the numerous emails or telephone calls from potential applicants who were redirected through informal routes.

The ATIP Office acted as a resource for Secretariat officials, offering advice and guidance on the provisions of the legislation. It was consulted on the disclosure and collection of data on a wide range of matters. These included surveys and forms, proactive disclosures on travel and hospitality, Round VII Management Accountability Framework assessments, information management issues, security of information and the review of audits to be posted on the Internet.

In 2010, Sun Life Financial introduced positive enrolment for all federal public servants and retirees covered by the Public Service Health Care Plan (PSHCP). With positive enrolment, Sun Life Financial ensures that it has up-to-date information to process claims and administer the plan. Due to the nature of the Secretariat's role with the PSHCP, there were numerous enquiries made to the ATIP Office. Public servants and retirees were concerned about the personal information being collected by Sun Life Financial and the required deadline for the completion of their positive enrolment form. Officials of the ATIP Office worked closely with representatives of the Privacy Office at Sun Life Financial to ensure that these individuals' concerns were addressed.

Disposition of Completed Requests

In 2010–11, 271 requests were completed. The disposition of the completed requests was as follows:

- 40 were fully disclosed (15 percent);
- 73 were partially disclosed (27 percent);
- 5 were excluded in entirety (2 percent);
- 6 were exempted in entirety (2 percent);
- 3 were transferred to another institution (1 percent);
- 35 were abandoned by applicants (13 percent);
- 104 could not be processed (38 percent); and
- 5 were treated informally (2 percent).

Completion Time and Extensions

The 271 requests completed in 2010–11 were processed in the following time frames:

- 193 within 30 or fewer days (71 percent);
- 16 within 31 to 60 days (6 percent);
- 26 within 61 to 120 days (10 percent); and
- 36 in 121 or more days (13 percent).

Of the 271 requests, 264 (97 percent) were completed within allowable time limits. This represents a slight decrease from last year (98 percent) in the Secretariat's overall performance in this area. Several factors continue to contribute to the Secretariat's successful performance and on-time response rate over the past couple of fiscal years. These include weekly statistical performance reports at the sector level, strong case file management and information sessions with Secretariat officials and sector contacts.

In 72 instances, the Secretariat found it necessary to seek extensions to the prescribed time limits in order to consult with other Government institutions or third parties.

Exemptions Invoked

The Secretariat invoked exemptions under the *Access to Information Act* a total of 274 times, as follows:

- Section 13, exempting records obtained in confidence from other levels of government (1);
- Section 15, exempting records expected to be injurious to the conduct of international affairs and the defence of Canada (1);
- Section 16, exempting records containing law enforcement and investigation information (5);
- Section 18, exempting records expected to prejudice the economic interests of Canada (19);
- Section 19, exempting records containing personal information (48);
- Section 20, exempting records containing third-party business information (41);
- Section 21, exempting records containing information relating to the internal decision-making processes of government (117);
- Section 22, exempting records containing audit and test procedures (10);
- Section 23, exempting records related to solicitor-client privilege (30); and
- Section 26, exempting records where information is to be published within 90 days (2).

Exclusions Cited

Exclusions were invoked one time under section 68 for published material or material available for purchase, and a total of 57 times under section 69 for confidences of the Queen's Privy Council for Canada. Because the Secretariat provides administrative support to the Treasury Board, which is a Cabinet committee, it controls a large number of documents classified as Cabinet confidences.

Education and Training

During 2010–11, the ATIP Office continued to conduct training sessions for employees on a regular basis. Specifically, 12 sessions were offered to over 209 participants. They were provided with an overview of the acts and a better understanding of their obligations with respect to the ATIP process at the Secretariat. Upon request, customized sessions were given to divisional teams and individual sectors.

Policies, Guidelines and Procedures

No new policies or guidelines were established for this reporting period. However, the ATIP Office began posting the Secretariat's Access to Information requests on the Secretariat's website on a monthly basis to promote transparency. An internal process was established for this monthly posting, as well as for the processing of informal requests for previously released information.

The ATIP Office has a variety of tools in place to ensure that ATIP sector contacts are well informed about their roles and responsibilities with regard to coordinating ATIP requests in their sectors. These tools include checklists on the steps to follow and an ATIP process flow chart. ATIP officers also hold face-to-face meetings to share these tools with the new contacts and to ensure that they are aware of their roles and responsibilities.

Information Holdings

Info Source is a series of publications containing information about, and/or collected by, the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the *Access to Information Act* and the *Privacy Act*. *Info Source* also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the Secretariat's functions, programs, activities and related information holdings can be found in the following *Info Source* publication: *Sources of Federal Government and Employee Information 2009*. *Info Source* also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by Government institutions that are subject to the *Privacy Act*.

During this reporting period, the ATIP Office re-organized the content of its *Info Source* chapters, including the descriptions of its information holdings, by institutional functions, programs and activities. The Secretariat's chapter is now laid out in line with the Secretariat's Program Activity Architecture. Under this approach, all classes of records and personal information banks are directly linked to the relevant institutional program and/or activity. In addition, this year's update to the *Info Source* chapters reflects the merging of the former Canada Public Service Agency's chapters with the Secretariat's.

The Secretariat does not have any exempt banks.

All Info Source publications are available free of charge on the Internet at: www.infosource.gc.ca. To purchase a copy of *Info Source: Sources of Federal Government and Employee Information* on CD-ROM, please contact:

Publishing and Depository Services
Public Works and Government Services Canada
Ottawa, Ontario K1A 0S5

Reading Room

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L'Esplanade Laurier,
East Tower, 11th Floor
140 O'Connor Street
Ottawa ON K1A 0R5
Telephone: 613-996-5491

Complaints, Investigations and Federal Court Cases

Clients of the Secretariat filed 26 new complaints with the Information Commissioner in 2010–11, an increase of 8 complaints from a total of 18 in 2009–10.

The reasons for the complaints were as follows:

- 4 related to time limits in processing or time extensions;
- 13 concerned the exemption or exclusion of information;
- 2 concerned missing information; and
- 7 related to the fees assessed.

All of the complaints received dealt with responses to requests.

During this fiscal year, 21 complaint investigations were completed. The conclusions were as follows:

- 1 complaint was resolved;
- 7 complaints were determined to be not well-founded;
- 5 complaints were well-founded and resolved without recommendations; and
- 8 complaints were discontinued.

All but two complaints completed dealt with responses to requests. These two complaints concerned the Secretariat's decision to rescind the policy requirement to upload information to the Coordination of Access to Information Requests System, also known as CAIRS. While the Information Commissioner found the complaints not well-founded, she recommended to the President of the Treasury Board that institutions post on their websites in both official languages a monthly list of Access to Information requests they receive. Officials of the Information and Privacy Policy Division of the Secretariat have been examining the implementation of this recommendation.

There were no new court cases in 2010–11.

Fees

During the reporting period, fees collected were $1,090 in application fees, $195 in search fees and $500 in computer-processing fees. No fees were collected for reproduction and preparation time.

Costs

During 2010–11, the ATIP Office incurred an estimated $346,162 in salary costs and $26,267 in administrative costs to administer the *Access to Information Act*.

These costs do not include resources expended by the Secretariat's program areas to meet the requirements of the acts.

2. Report on the *Privacy Act*

Introduction

During their day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to access their personal information held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the Government will collect, use, store, disclose and dispose of any personal information.

This report is prepared in accordance with section 72 of the *Privacy Act*.

Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, the Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central Government agency. It is headed by a Secretary who reports to the President of the Treasury Board.

The Secretariat is tasked with providing advice and support to Treasury Board ministers in their role of ensuring value-for-money and providing oversight of the financial management functions in departments and agencies.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the Government's resources. Its responsibilities for the general management of the Government affect initiatives, issues and activities that cut across all policy sectors managed by federal departments and organizational entities (as reported in the Main Estimates). The Secretariat is also responsible for the comptrollership function of the Government.

Under the broad authority of sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

Tabling of Annual Report

Note that this annual report is tabled in Parliament in accordance with section 72 of the *Privacy Act*.

Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division in the Strategic Communications and Ministerial Affairs Sector. The ATIP Office has nine full-time equivalents to fulfill the Secretariat's obligations under the Access to Information and Privacy acts. The staff in the ATIP Office in 2010–11 consisted of seven employees: the Director and six ATIP officers at various levels. The ATIP officers' work involves processing complex, voluminous files as well as routine, straightforward requests. Some staffing actions were completed during the 2010–11 reporting period while others have been carried forward to 2011–12.

Delegation Orders

Delegation orders set out what powers, duties and functions for the administration of the *Privacy Act* have been delegated by the head of the institution, and to whom. The President of the Treasury Board has delegated to the ATIP Director and the Senior Director, Ministerial Services, Strategic Communications and Ministerial Affairs, authority to oversee the administration of the *Access to Information Act* and the *Privacy Act* within the Secretariat, and to ensure compliance with both acts. Copies of the approved Secretariat delegation orders can be found in Appendix C.

Statistical Report

The statistical report is attached as Appendix B.

Interpretation of the Statistical Report for Requests under the *Privacy Act*

During the reporting period from April 1, 2010 to March 31, 2011, the Secretariat received a total of 79 new requests under the *Privacy Act*. This represents an increase of 7 requests (9 percent) from the previous year's total of 72. A total of 3 requests were carried forward from 2009–10.

Of the 79 new requests, 57 (72 percent) were either transferred or redirected to other federal institutions or could not be processed. Twenty-two requests involved Secretariat records.

The privacy client group for the Secretariat consists mostly of current and former federal public service employees. Requests were related to personnel or staff relations issues that required Secretariat involvement.

There was a significant increase in the number of pages reviewed over last year. Responding to formal requests involved the review of more than 12,081 pages, of which more than 10,611 were recommended for release.

Overview of *Privacy Act* Requests

Fiscal Year	Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-time Compliance Rate
2010-11	79	78	12,081	10,611	97%
2009–10	72	72	2,879	1,351	100%

Other Requests

During this same period, the Secretariat responded to 15 *Privacy Act* consultation requests from other departments involving Secretariat records or issues.

The ATIP Office acted as a resource for Secretariat officials, offering advice and guidance on the provisions of the legislation. It was consulted on the disclosure and collection of data on a wide range of matters. These included surveys, information management issues, privacy impact assessments, security of information and privacy caveats for various forms and questionnaires.

In 2010, Sun Life Financial introduced positive enrolment for all federal public servants and retirees covered by the Public Service Health Care Plan (PSHCP). With positive enrolment, Sun Life Financial ensures that it has up-to-date information in order to process claims and administer the plan. Due to the nature of the Secretariat's role with the PSHCP, there were numerous enquiries made to the ATIP Office. Public servants and retirees were concerned about the personal information being collected by Sun Life Financial and the required deadline for the completion of their positive enrolment form. Officials of the ATIP Office worked closely with representatives of the Privacy Office at Sun Life Financial to ensure that these individuals' concerns were addressed.

Disposition of Completed Requests

A total of 78 requests were completed in 2010–11. Four requests have been carried forward to the 2011–12 fiscal year.

The disposition of the completed requests was as follows:

- 6 were all disclosed (8 per cent);
- 14 were partially disclosed (18 per cent);
- 2 were transferred or redirected to another institution (3 per cent);
- 55 could not be processed (70 per cent); and
- 1 was abandoned by the applicant (1 per cent).

Completion Time and Extensions

The 78 requests completed in 2010–11 were processed in the following time frames:

- 65 within 30 or fewer days (83 per cent);
- 9 within 31 to 60 days (11 per cent);
- 2 within 61 to 120 days (3 per cent); and
- 2 within 121 days or more (3 per cent).

Of the 78 requests, 76 (97 per cent) were completed within the allowable time limits. This represents a slight decrease from last year in the Secretariat's performance in this area. The legislated time frames for some of the requests were challenging to meet because of the large volume of records associated with these requests.

In 13 instances, the Secretariat found it necessary to seek extensions to the prescribed time limits to consult with other Government institutions.

Exemptions Invoked

The Secretariat invoked exemptions under the *Privacy Act* a total of 25 times as follows:

- Section 22, exempting personal information containing law enforcement and investigation information (4);
- Section 26, exempting personal information about individuals other than the requestor (13); and
- Section 27, exempting personal information related to solicitor-client privilege (8).

Exclusions Invoked

Exclusions were invoked twice under section 70 for confidences of the Queen's Privy Council for Canada.

Education and Training

During 2010–11, the ATIP Office continued to conduct training sessions for employees on a regular basis. Specifically, 12 sessions were offered to over 209 participants. They were provided with an overview of the acts and a better understanding of their obligations with respect to the ATIP process at the Secretariat. Upon request, customized sessions were given to divisional teams and individual sectors.

Policies, Guidelines and Procedures

No new policies or guidelines were established for this reporting period. However, the ATIP Office began posting the Secretariat's Access to Information requests on the Secretariat's website on a monthly basis to promote transparency. An internal process was established for this monthly posting, as well as for the processing of informal requests for previously released information.

The ATIP Office has a variety of tools in place to ensure that ATIP sector contacts are better informed about their roles and responsibilities in coordinating ATIP requests in their sectors. These tools include checklists on the steps to follow and an ATIP process flow chart. ATIP officers also hold face-to-face meetings to share these tools with the new contacts and to ensure that they are aware of their roles and responsibilities.

Information Holdings

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Ottawa ON K1A 0R5
Telephone: 613-996-5491

Complaints, Investigations, and Federal Court Cases

No new complaints were registered with the Privacy Commissioner in 2010–11 and no complaints have been carried forward to 2011–12.

There were no new court cases for 2010–11.

Privacy Impact Assessments

No new Preliminary Privacy Impact Assessments (PPIA) or Privacy Impact Assessments (PIA) were initiated or completed for 2010–11.

Data Matching and Sharing Activities

There were no data matching and sharing activities undertaken for 2010–11.

Disclosures under Paragraph 8(2)(m) of the *Privacy Act*

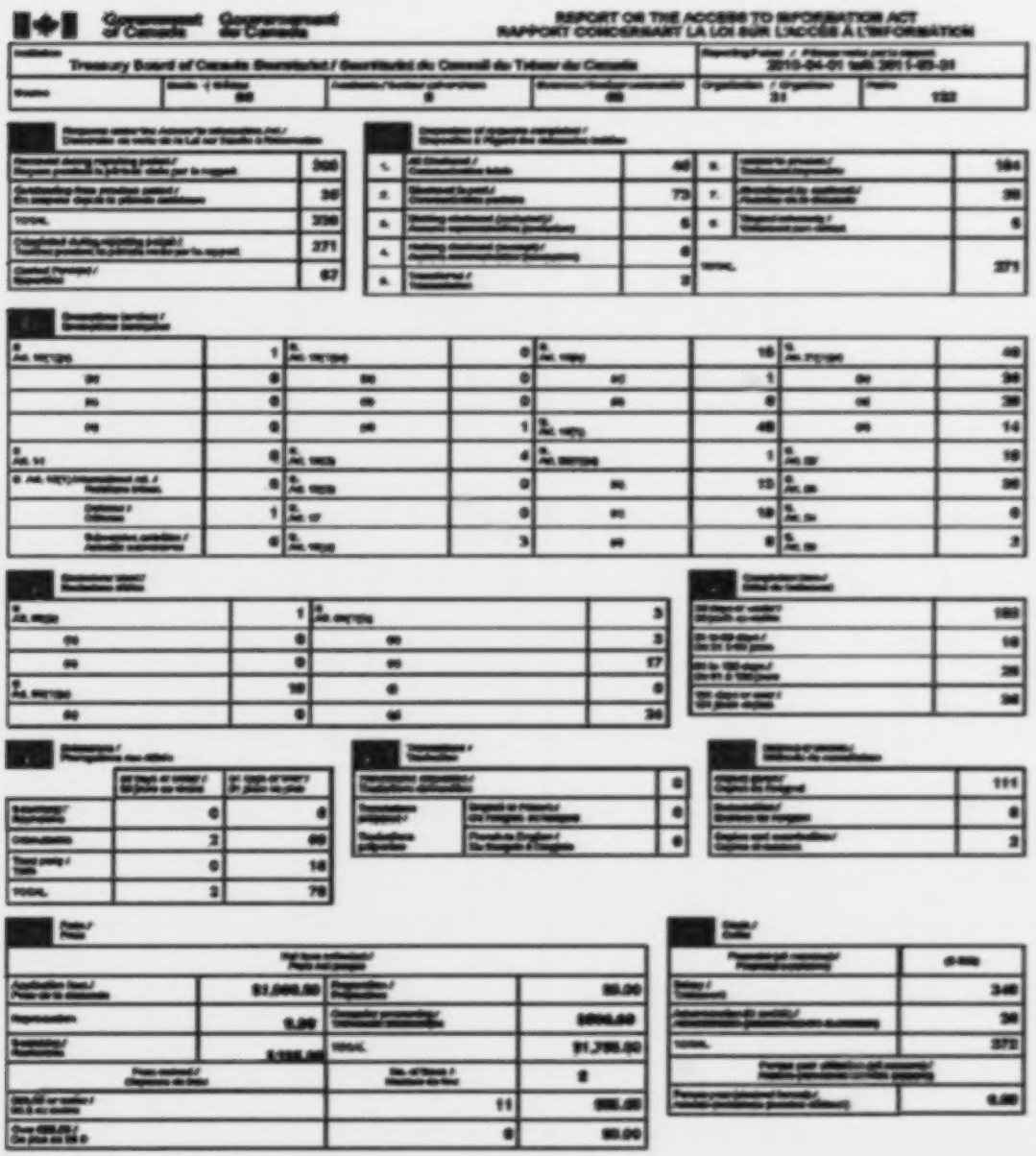
Paragraph 8(2)(m) allows for the disclosure of personal information when the public interest clearly outweighs any invasion of privacy or when the disclosure would benefit the individual. There were no disclosures pursuant to paragraph 8(2)(m) for the 2010–11 period.

Costs

During 2010–11, the ATIP Office incurred an estimated $86,540 in salary costs and $6,567 in administrative costs to administer the *Privacy Act*.

These costs do not include resources expended by the Secretariat's program areas to meet the requirements of the acts.

Appendix A—Statistical Report on the *Access to Information Act*



Government of Canada / Gouvernement du Canada

REPORT ON THE ACCESS TO INFORMATION ACT
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution				Reporting Period / Période visée par le rapport	
Treasury Board of Canada Secretariat / Secrétariat du Conseil du Trésor du Canada				2019-04-01 to/à 2019-03-31	
Source	Media / Média	Academic / Institution gouvernementale	Business / Entreprise commerciale	Organization / Organisme	Public
	88	0	68	31	122

Part 1 – Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information

Received during reporting period / Reçues pendant la période visée par le rapport	309
Outstanding from previous period / En souffrance depuis la période antérieure	30
TOTAL	339
Completed during reporting period / Traitées pendant la période visée par le rapport	271
Carried forward / Reportées	67

Part 2 – Disposition of requests completed / Disposition à l'égard des demandes traitées

A. All disclosed / Communication totale	46	G.	consult other institution / Consultation d'une autre institution		184
B. Disclosed in part / Communication partielle	73	H.	Abandoned by applicant / Abandon de la demande		38
C. Nothing disclosed (excluded) / Aucune communication (exclusion)	6	I.	Treated informally / Traitement par ailleurs		6
D. Nothing disclosed (exempt) / Aucune communication (exemption)	0	TOTAL			271
E. Transferred / Transmission	2				

Part 3 – Exemptions invoked / Exemptions invoquées

A. Art. 13(1)(a)	1	A. Art. 13(1)(b)	0	A. Art. 13(1)(c)	15	A. Art. 13(1)(d)	48
16	0	16	0	16	1	16	34
17	0	17	0	17	0	17	39
18	0	18	1	A. Art. 14(1)	48	18	14
A. Art. 14	0	A. Art. 15(1)	4	A. Art. 15(1)(a)	1	A. Art. 16	19
A. Art. 16(1)(a)(i)/(ii)/(iii) or 16.1 / Paragraphes visés	0	A. Art. 15(2)	0	19	13	A. Art. 20	39
Defence / Défense	1	A. Art. 17	0	21	18	A. Art. 24	6
Subsection 68(a) / Alinéa 68a)	0	A. Art. 18(a)	3	22	6	A. Art. 26	3

Part 4 – Exclusions cited / Exclusions citées

A. Art. 68(a)	1	A. Art. 69(1)(a)	3
69	0	69	3
69	0	69	17
A. Art. 70(1)(a)	16	6	0
69	0	69	34

Part 5 – Completion time / Délai de traitement

30 days or under / 30 jours ou moins	183
31 to 60 days / De 31 à 60 jours	19
61 to 120 days / De 61 à 120 jours	29
121 days or over / 121 jours ou plus	34

Part 6 – Extensions / Prorogations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference / Empêchement	0	0
Consultation	2	69
Third party / Tiers	0	10
TOTAL	2	79

Part 7 – Translations / Traductions

Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

Part 8 – Method of access / Méthode de consultation

Copies given / Copies de l'original	111
Examination / Examen de l'original	0
Copies and examination / Copies et examen	2

Part 9 – Fees / Frais

Net fees collected / Frais nets perçus			
Application fees / Frais de la demande	$1,040.00	Preparation / Préparation	$0.00
Reproduction	$.20	Computer processing / Traitement informatique	$696.60
Searching / Recherche	$100.00	TOTAL	$1,736.80
Fees waived / Dispenses de frais		No. of times / Nombre de fois	0
$25.00 or under / 25 $ ou moins		11	$0.00
Over $25.00 / De plus de 25 $		0	$0.00

Part 10 – Costs / Coûts

Professional services contracts / Contrats de services professionnels	$ value / $ value
Salary / Traitement	348
Administration (O and M) / Administration (fonctionnement et entretien)	24
TOTAL	372
Person-years utilization (all reasons) / Années-personnes utilisées (toutes raisons)	
Person-years (chargeable to ATIP) / Années-personnes (imputables à l'AIPRP)	0.00

Additional Reporting Requirements – *Access to Information Act*

In addition to the reporting requirements addressed in form TBS/SCT 350-62 "Report on the *Access to Information Act*", institutions are required to report on the following using this form:

Part III – Exemptions invoked

Paragraph 13(1)(e): 0
Subsection 16.1(1)(a): 0
Subsection 16.1(1)(b): 0
Subsection 16.1(1)(c): 0
Subsection 16.1(1)(d): 0
Subsection 16.2(1): 0
Subsection 16.3: 0
Subsection 16.4(1)(a): 0
Subsection 16.4(1)(b): 0
Subsection 16.5: 0
Subsection 18.1(1)(a): 0
Subsection 18.1(1)(b): 0
Subsection 18.1(1)(c): 0
Subsection 18.1(1)(d): 0
Subsection 20(1)(b.1): 0
Subsection 20.1: 0
Subsection 20.2: 0
Subsection 20.4: 0
Subsection 22.1(1): 0

Part IV – Exclusions cited

Subsection 68.1: 0
Subsection 68.2(a): 0
Subsection 68.2(b): 0
Subsection 69.1(1): 0

Appendix B—Statistical Report on the *Privacy Act*

Government of Canada / Gouvernement du Canada

REPORT ON THE PRIVACY ACT

RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Treasury Board of Canada Secretariat / Secrétariat du Conseil du Trésor du Canada

2010-04-01 to/au 2011-03-31

Received during reporting period / Reçues pendant la période visée par le rapport	79
Outstanding from previous period / En suspens depuis la période antérieure	3
TOTAL	82
Completed during reporting period / Traitées pendant la période visée par le rapport	78
Carried forward / Reportées	4

1.	All Disclosed / Communication totale	0
2.	Disclosed in part / Communication partielle	14
3.	Nothing disclosed (excluded) / Aucune communication (exclusions)	0
4.	Nothing disclosed (exempt) / Aucune communication (exemptions)	0
5.	Unable to process / Traitement impossible	56
6.	Abandoned by applicant / Abandon de la demande	1
7.	Transferred / Transmission	2
TOTAL		73

9 Act. 19(1)	0
9 Act. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
9 Act. 20	0
9 Act. 21	0
9 Act. 22(1)(a)	1
(b)	1
(c)	2
9 Act. 22(2)	0
9 Act. 23(a)	0
(b)	0
9 Act. 24	0
9 Act. 25	0
9 Act. 26	13
9 Act. 27	0
9 Act. 28	0

9 Act. 69(1)(a)	0
(b)	0
9 Act. 70(1)(a)	1
(b)	0
(c)	0
(d)	0
(e)	1
(f)	0

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Translations refused / Traductions refusées	0	0
Translations prepared / Traductions préparées: English to French / De l'anglais au français	0	0
Translations prepared / Traductions préparées: French to English / De l'anglais au français	0	0

Correction / Notation	0
Purpose not described / Objet non décrit	0
Retention and disposal / Conservation et retrait	0

Complaints requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Consultations other government of Canada institutions / Consultations d'autres institutions du gouvernement du Canada	0	0
Consultations / Consultations	13	0
Translations / Traductions	0	0
TOTAL	13	0

Person years (current fiscal year) / Années-personnes (exercice courant)	1.00

Additional Reporting Requirements – *Privacy Act*

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) and the Directive on Privacy Impact Assessment (which takes effect April 1, 2010) through a variety of means. Institutions are therefore required to report the following information for this reporting period. Note that because some institutions are using the Core PIA as outlined in the Directive in advance of the implementation deadline, they will not have Preliminary PIAs to report.

Indicate the number of:

Preliminary Privacy Impact Assessments initiated: 0

Preliminary Privacy Impact Assessments completed: 0

Privacy Impact Assessments initiated: 0

Privacy Impact Assessments completed: 0

Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC): 0

In addition, institutions are required to report on the following:

Part III – Exemptions invoked

Paragraph 19(1)(e): 0
Paragraph 19(1)(f): 0
Subsection 22.1: 0
Subsection 22.2: 0
Subsection 22.3: 0

Part IV – Exclusions cited

Subsection 69.1: 0
Subsection 70.1: 0

Appendix C—Delegation Orders

Treasury Board Secretariat

Secrétariat du Conseil du Trésor

DELEGATION ORDER

ACCESS TO INFORMATION ACT

I, the undersigned, President of the Treasury Board, pursuant to Section 73 of the *Access to Information Act*, hereby authorize the Access to Information and Privacy Director, the Senior Director of Ministerial Services and the Secretary, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached Schedule A.

ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS

LOI SUR L'ACCÈS À L'INFORMATION

Je, soussigné, Président du Conseil du Trésor, autorise, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, le Directeur de l'accès à l'information et de la protection des renseignements personnels, le Directeur principal des services ministériels ainsi que le Secrétaire, à exercer au nom du Président les pouvoirs de signer, les attributions, les fonctions ou les pouvoirs détaillés dans l'annexe A ci-jointe.

President of the Treasury Board
Président du Conseil du Trésor

Date : 23/6/14

Treasury Board Secretariat

Secrétariat du Conseil du Trésor

DELEGATION ORDER

PRIVACY ACT

I, the undersigned, President of the Treasury Board, pursuant to Section 73 of the *Privacy Act*, hereby authorize the Access to Information and Privacy Director, the Senior Director of Ministerial Services and the Secretary, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached schedule B.

ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS

LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Je, soussigné, Président du Conseil du Trésor, autorise, en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Directeur de l'accès à l'information et protection des renseignements personnels, le Directeur principal des services ministériels ainsi que le Secrétaire à exercer au nom du Président les pouvoirs de signer, les attributions, les fonctions et les pouvoirs détaillés dans l'annexe B ci-jointe.

President of the Treasury Board
Président du Conseil du Trésor

Date : 23/6/11

Schedule A

Sections of the *Access to Information Act* to Be Delegated

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
4(2.1)	Responsibility of government institutions	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(a)	Notice when access requested	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(b)	Giving access to record	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(1)	Transfer of request to another government institution	Director, Access to Information and Privacy Senior Director, Ministerial Services
9	Extension of time limits	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(2), (3), (4), (5), (6)	Additional fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
12(2)(b)	Language of Access	Director, Access to Information and Privacy Senior Director, Ministerial Services
12(3)(b)	Access in an alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services
13	Exemption – Information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services
15	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services
16	Exemption – Law enforcement and investigations	Director, Access to Information and Privacy Senior Director, Ministerial Services
16.5	Exemption – *Public Servants Disclosure Act*	Director, Access to Information and Privacy Senior Director, Ministerial Services
17	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
18	Exemption – Economic interests of Canada	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
18.1	Exemption – Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	Director, Access to Information and Privacy Senior Director, Ministerial Services
19	Exemption – Personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services
20	Exemption – Third-party information	Director, Access to Information and Privacy Senior Director, Ministerial Services
21	Exemption – Operations of Government	Director, Access to Information and Privacy Senior Director, Ministerial Services
22	Exemption – Testing procedures, tests and audits	Director, Access to Information and Privacy Senior Director, Ministerial Services
22.1	Exemption – Audit working papers and draft audit reports	Director, Access to Information and Privacy Senior Director, Ministerial Services
23	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services
24	Exemption – Statutory prohibitions	Director, Access to Information and Privacy Senior Director, Ministerial Services
25	Severability	Director, Access to Information and Privacy Senior Director, Ministerial Services
26	Exception – Information to be published	Director, Access to Information and Privacy Senior Director, Ministerial Services
27(1),(4)	Third party notification	Director, Access to Information and Privacy Senior Director, Ministerial Services
28(1)(b), (2), (4)	Third party notification	Director, Access to Information and Privacy Senior Director, Ministerial Services
29(1)	Where the Information Commissioner recommends disclosure	Director, Access to Information and Privacy Senior Director, Ministerial Services
33	Advising Information Commissioner of third-party involvement	Director, Access to Information and Privacy Senior Director, Ministerial Services
35(2)(b)	Right to make representations	Secretary

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
37(1)	Notice of actions to implement recommendations of Commissioner	Secretary
37(4)	Access to be given to complainant	Director, Access to Information and Privacy Senior Director, Ministerial Services
43(1)	Notice to third party (application to Federal Court for review)	Director, Access to Information and Privacy Senior Director, Ministerial Services
44(2)	Notice to applicant (application to Federal Court by third party)	Director, Access to Information and Privacy Senior Director, Ministerial Services
52(2)(b), (3)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services
71(1)	Facilities for inspection of manuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
72	Annual report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services
Section of the *Access to Information Regulations*	Powers, Duties or Functions	Position
6(1)	Transfer of request	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(2)	Search and preparation fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(3)	Production and programming fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
8	Providing access to record(s)	Director, Access to Information and Privacy Senior Director, Ministerial Services
8.1	Limitations in respect of format	Director, Access to Information and Privacy Senior Director, Ministerial Services

Schedule B

Sections of the *Privacy Act* to Be Delegated

Section of the *Privacy Act*	Powers, Duties or Functions	Position
8(2)(j)	Disclosure for research purposes	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(2)(m)	Disclosure in the public interest or in the interest of the individual	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(4)	Copies of requests under 8(2)(e) to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(5)	Notice of disclosure under 8(2)(m)	Director, Access to Information and Privacy Senior Director, Ministerial Services
9(1)	Record of disclosures to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services
9(4)	Consistent uses	Director, Access to Information and Privacy Senior Director, Ministerial Services
10	Personal information to be included in personal information banks	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Notice where access requested	Director, Access to Information and Privacy Senior Director, Ministerial Services
15	Extension of time limits	Director, Access to Information and Privacy Senior Director, Ministerial Services
17(2)(b)	Language of access	Director, Access to Information and Privacy Senior Director, Ministerial Services
17(3)(b)	Access to personal information in alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services
18(2)	Exemption (exempt bank) – disclosure may be refused	Director, Access to Information and Privacy Senior Director, Ministerial Services
19(1)	Exemption – Personal information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services
19(2)	Exemption – Where authorized to disclose	Director, Access to Information and Privacy Senior Director, Ministerial Services
20	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Privacy Act*	Powers, Duties or Functions	Position
21	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services
22	Exemption – Law enforcement and investigation	Director, Access to Information and Privacy Senior Director, Ministerial Services
22.3	Exemption – *Public Servants Disclosure Protection Act*	Director, Access to Information and Privacy Senior Director, Ministerial Services
23	Exemption – Security clearances	Director, Access to Information and Privacy Senior Director, Ministerial Services
24	Exemption – Individuals sentenced for an offence	Director, Access to Information and Privacy Senior Director, Ministerial Services
25	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
26	Exemption – Information about another individual	Director, Access to Information and Privacy Senior Director, Ministerial Services
27	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services
28	Exemption – Medical record	Director, Access to Information and Privacy Senior Director, Ministerial Services
31	Notice of intention to investigate	Director, Access to Information and Privacy Senior Director, Ministerial Services
33(2)	Right to make representation	Secretary
35(1)	Notice of actions to implement recommendations of Commissioner	Secretary
35(4)	Access to be given	Director, Access to Information and Privacy Senior Director, Ministerial Services
36(3)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	Secretary
51(2)(b)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services
51(3)	*Ex parte* representations	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Privacy Act*	Powers, Duties or Functions	Position
72(1)	Report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services
Section of the *Privacy Regulations*	**Powers, Duties or Functions**	**Position**
9	Reasonable facilities and time provided to examine personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(2)	Notification that correction to personal information has been made	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(4)	Notification that correction to personal information has been refused	Director, Access to Information and Privacy Senior Director, Ministerial Services
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	Director, Access to Information and Privacy Senior Director, Ministerial Services